

C-O-N-F-I-D-E-N-T-I-A-L

AHIP-D-5
28 January 1958
(Revised)

I N T E L L I G E N C E A D V I S O R Y C O M M I T T E E

AD-HOC SUB-COMMITTEE ON INFORMATION PROCESSING

Draft Terms of Reference For
IAC Committee on Documentation

1. Attached are draft terms of reference for a proposed standing committee of the IAC which would replace the present ad hoc Sub-Committee on Information Processing. This draft incorporates the revisions agreed on at the AHIP meeting of 28 January.

2. Members of AHIP are requested to call in the concurrence (or non-concurrence) of their respective agencies by 7 February. Code 143,
Extension

Paul A. Borel
Chairman

Enclosure:
AHIP-D-5 - Committee on
Documentation

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DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/4
COMMITTEE ON DOCUMENTATION

Pursuant to paragraph 16, National Security Council Directive No. 1, dated _____, existing statutes and Presidential policy, and to ensure maximum utilization of intelligence, intelligence information and other information which has utility for intelligence purposes, a standing committee of the Intelligence Advisory Committee on documentation shall be established.

1. Preamble

The field of documentation and information processing constitutes an essential link between activities which collect information and those which produce or receive finished intelligence. Important problems face the intelligence community as a result of increasing volumes of information collected and of rising costs. In our efforts to gain full and ready access to and use of information which has come into our possession we must therefore be mindful of the need to avoid unnecessary duplication, increase efficiency and contain overall costs.

2. Name

The committee shall be known as the Committee on Documentation of the IAC.

3. Mission

The basic mission of the committee shall be to facilitate optimal utilization by the intelligence community of information of intelligence

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- 2 -

value however recorded.

4. Functions

The functions of the committee shall include:

- (a) To recommend policy in the field of documentation.*
- (b) To conduct surveys required to discharge the mission of the committee.
- (c) To coordinate the development of compatible systems for documentation and the processing of information.
- (d) To monitor the operation of reference facilities and make recommendations to the IAC with respect thereto.
- (e) To exchange information within the intelligence community on the solution of documentation problems, including studies, researches, contracts, proposed agreements and actions, publications, seminars, and demonstrations.
- (f) To monitor interagency agreements in the field of the committee's responsibility.
- (g) To assist member agencies in solving problems arising from programs or projects underway and of mutual interest.
- (h) To promote access by members of the intelligence community to intelligence and information.

* Documentation is defined as the group of techniques necessary for the orderly presentation, organization and communication of recorded specialized knowledge, in order to give maximum accessibility and utility to the information contained.

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- 3 -

(i) To coordinate selected documentation activities with foreign intelligence services with which the interchange of information has been authorized by the IAC.

5. Composition and Organization

The committee shall include representatives of the IAC agencies. Other agencies of the Government may be invited to participate as appropriate. Representatives shall be authorized to speak for their respective agencies on policy matters related to the committee's functions. The CIA member will chair the committee and will provide the secretariat.

The committee may at its discretion organize subcommittees to assist it in discharging its responsibilities. Membership on subcommittees need not be limited to member agencies of the committee but may be extended by association under the provisions of NSCID No. 1, para. 2, footnote.

6. Reports

The committee will report to the IAC annually and as directed, and may also do so on its own initiative.

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